



## 2016-17 SCHOLAR SUCCESS GRANTS OVERVIEW

### Background on 21<sup>st</sup> Century Scholars

Indiana created the 21<sup>st</sup> Century Scholars Program in 1990 to ensure that all Hoosier students can afford a college education. Income-eligible 7<sup>th</sup> and 8<sup>th</sup> graders who enroll in the program and fulfill the Scholar Pledge are eligible to receive up to four years of undergraduate tuition at an eligible Indiana public or private college. To better prepare Scholars for college and career success, Indiana established the Scholar Success Program (SSP), a set of 12 college-readiness activities (three per year) that Scholars must complete before graduating high school. Participation in the Scholar Success Program is recommended for all Indiana students but required for 21<sup>st</sup> Century Scholars who start high school in the fall of 2013 or later (graduating class of 2017 and beyond). Learn more at [Scholars.IN.gov](http://Scholars.IN.gov).

### Completing the Scholar Success Program

Beginning with the high school class of 2017, 21<sup>st</sup> Century Scholars must:

- 1) Register for an online **ScholarTrack** account (at [Scholars.IN.gov/ScholarTrack](http://Scholars.IN.gov/ScholarTrack));
- 2) Complete the required **Scholar Success Program** activities to remain eligible to receive their scholarship;
- 3) Confirm completion of all 12 Scholar Success Program activities via their ScholarTrack account before graduating high school.

### Grant Overview

The Scholar Success Grants are designed to support local school communities in ensuring 21<sup>st</sup> Century Scholars complete the required Scholar Success Program activities for the graduating class of 2017 through integrated services and partnerships.

### Grant Timeline

May 10, 2016	Grant application window opens
May 10, 2016 – September 30, 2016	On-going grant application submission
October 14, 2016	Grant award notifications
May 1, 2017	Scholar Success Program activity completion report deadline

### Who is eligible?

- Indiana high schools, **OR**
- Indiana youth-serving and community-based organizations in partnership with one or more Indiana high schools.

### What funding is available?

Approximately \$500,000 is available for the 2016-17 school year with grants awarded on a first-come, first-serve basis. Awards will be disbursed once all Scholar Success Program activity requirements are completed, logged and verified via ScholarTrack reporting.

### How much funding can an applicant receive?

Applicants are eligible to receive up to \$25 per Scholar. Funding will be based on Scholar enrollment at the time of application for the Class of 2017. Applicants will be required to include a complete Scholar Roster with application submission. Funds will be disbursed on a **reimbursement basis** once all 12 Scholar Success Program activities are completed, logged and verified via ScholarTrack. Grant reimbursement will be based on actual expenses up to \$25 per Scholar with all 12 Scholar Success Program activities complete. A final report and invoice will be due on or before **May 1, 2017**.

### How will applications be evaluated?

Applications will be evaluated using the following criteria:

1. Alignment with all 12 Scholar Success Program activity requirements;
2. Dedication of cross-sector collaboration within the region; and
3. Commitment to expand and sustain Scholar Success Program efforts to subsequent classes of students.

*\*NOTE: Additional consideration will be given to applicants who commit to integrating the Scholar Success Program activities into school programming for all students, both Scholars and non-Scholars.*

### How will applications be scored?

A team of three or more individuals will review each application. The team will be comprised of staff and related individuals with a background in education—specifically with low-income and first-generation students. Scoring will be based on the six components required in the application.

Each of the three criteria outlined above (1. Alignment with Scholar Success Program activities; 2. Dedication of Regional Partnerships; and 3. Commitment to Expand and Sustain) will be scored using the following rubric:

0	None of the criteria are addressed.
1	Some of the criteria are met but many areas are incomplete or underdeveloped.
2	Most of the criteria are met but some areas are incomplete or underdeveloped.
3	Meets criteria.
4	Exceeds criteria.

### What is the application deadline?

Applications must be submitted to [Grants@che.in.gov](mailto:Grants@che.in.gov) by 5 p.m. (Eastern) on **September 30, 2016**. Only electronic submissions will be accepted.

### What examples are there of programming approaches?

Examples of programming include, but are not limited to, the following:

- **Campus-based Scholar Success Program (SSP) Labs:** County high school counselors work together to help educate 21<sup>st</sup> Century Scholars about ScholarTrack and SSP activities. In collaboration with a near-by college campus or campuses, Scholars are transported to the campus or campuses to tour the campus, learn about academic programs and access a computer lab to log-in to their ScholarTrack accounts to work through the SSP requirements.
- **School-based Scholar Success Program (SSP) Labs:** Youth-serving organizations partner with schools to strive to educate 21<sup>st</sup> Century Scholars about the Scholar Success Program and begin to engage them in this program. Scholars who cycle through the labs receive assistance in registering for ScholarTrack accounts as well as completing Scholar Success Program requirements. Efforts have been shown to be most effective when work is integrated into English classes.
- **Scholar Success Days:** Scholar Success Days provide important workshops and supply relevant information to 21<sup>st</sup> Century Scholars and parents/guardians. Parent workshops include sharing information about other scholarships, additional information related to youth and an overview of the 21<sup>st</sup> Century Scholars program. These days also include a Resource Fair with community organizations that focus on youth and adult programs. Computer labs made available for Scholars and parents to access ScholarTrack account and submit SSP activities.

### What is the funding source?

Funding is provided by Indiana Commission for Higher Education via the 21<sup>st</sup> Century Scholars Administration fund.

### Where can questions be directed?

Questions regarding the grant application process can be submitted via email to [Grants@che.in.gov](mailto:Grants@che.in.gov).



## 2016-17 SCHOLAR SUCCESS GRANTS APPLICATION INSTRUCTIONS

Applications must be submitted to [Grants@che.in.gov](mailto:Grants@che.in.gov) by 5 p.m. (Eastern) on **September 30, 2016**. Only electronic submissions will be accepted.

Please use the following email subject line:

**CHE Grant–[Your County]–[Your School/Organization]–[Applicant's Last Name].**

### A COMPLETE GRANT PROPOSAL MUST INCLUDE THE FOLLOWING PARTS:

- ☐ **Part 1: TITLE PAGE** – ALL information must be completed on the form provided on page 4.
- ☐ **Part 2: PROGRAM DESCRIPTION** – 2-3 pages, doubled spaced-typed providing an adequate overview and description of the proposed program or event. Include the following:
  - a. **Description.** Describe the design and implementation of the project. Include the “who, what, where, when, why, and how” of the proposed program. Description must also include clear alignment at all 12 Scholar Success Program activities.
  - b. **Partnership.** Explain how partnerships within your community will help to support programming.
  - c. **Training.** What, if any, training is needed to prepare volunteers for the project or program? Who will be involved in the volunteer training?
  - d. **Goals.** What are the goals and objectives of the program?
  - e. **Impact.** What is the expected short-term impact of the program? What is the expected long-term impact of the program? What will be different in the community as a result of your program?
  - f. **Evaluation.** What are you trying to change or improve? How will you know that your goal has been accomplished? What tools will you use for evaluation? How will you indicate success?
  - g. **Sustainability.** Explain how programming will be expanded for subsequent classes of Scholars. How will you use this programming to help other cohorts complete the Scholar Success Program requirements? How will you use what you learn through this grant opportunity and apply it to all Scholars?
  - h. **Timeline.** Provide implementation timeline. The implementation timeline should indicate dates for program set-up, participant outreach and recruitment efforts, program logistics, and any additional details pertinent to the project.
- ☐ **Part 3: BUDGET FORM** – Please follow the budget form provided on page 5. All budgets must follow the format provided. Be as detailed as possible.
- ☐ **Part 4: SCHOLAR ROSTER** – Please provide a list of 2017 Scholars you intend to serve throughout the 2016-17 academic year. You will only be eligible to receive reimbursement funds for Scholars reported on your roster.
- ☐ **Part 5: LETTER(S) OF SUPPORT** – This letter/these letters should come from collaborating schools and/or community agencies that are supporting project efforts.

***Note: Incomplete applications will be ineligible for funding and will not be submitted for review.***

## 2016-17 SCHOLAR SUCCESS GRANTS

### TITLE PAGE

<b>Applicant (School or Organization)</b>	
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Phone Number</b>	
<b>Contact Email</b>	
<b>Mailing Address</b>	
<b>County or Counties Served</b>	
<b>Total # of Scholars Being Served</b>	
<b>Program Title</b>	
<b>Other Participating Partner Organizations</b> <i>(if applicable)</i>	
<b>Brief Description of Program</b>	



## 2016-17 SCHOLAR SUCCESS GRANTS

### 2016-17 BUDGET FORM

EXPENSE	DESCRIPTION	AMOUNT
TOTAL		

If selected, grantees understand the following:

- A signed contract, invoice and vendor paperwork (W-9 and Direct Deposit Form) must be signed and returned to Indiana Commission for Higher Education (ICHE) in order for funds to be disbursed.
- Funds will be disbursed on a reimbursement basis only.** The budget must reflect program expenses that will occur during the 2016-17 grant period (**October 1, 2016 – May 1, 2017**). Budgets should be based on \$25 per Scholar enrolled at the time of application for the Class of 2017. Final reimbursement will be based on the number of Scholars who complete all 12 Scholar Success Program requirements and log them in ScholarTrack. Grant reimbursement will be based on actual expenses up to \$25 per Scholar with all 12 Scholar Success Program activities complete.
- A final report and invoice will be due on or before **May 1, 2017**.
  - Scholar Success Program Activity Completion Report** – All 12 Scholar Success Program activities for the Class of 2017 must be completed, logged and verified via ScholarTrack before reimbursement will be disbursed.
  - Invoice** – An invoice outlining program expenses must be submitted on or before the deadline. Please include the following information on the invoice: Where to send payment, Contact Information, Invoice Number, Title (2016-2017 Scholar Success Program Grant) Date, Payment Amount, and Payment Details (itemized list of expenses). **Notice:** Grantees are not required to submit supporting documentation with the invoice, but must retain receipts and all other supporting documentation for a **minimum of 3 years in the event of an audit**.
- Payment will be made via electronic funds transfer/ACH pursuant to IC 4-13-2-14.8.
- Invoice for funds must be submitted to ICHE no later than **May 1, 2017**. The grant award will be paid within 35 days from the submitted invoice date.
- Funds cannot be used for the following purposes: to buy gifts, make charitable donations, or to purchase equipment or capital assets or equipment that will last beyond the project (e.g., purchasing a new laptop, etc.).